

Service Coordination Board (SCB) Meeting Summary

Date: 13 February 2013

Members in attendance:

	Member	In Attendance
AES	John Maclean	√
	Geoff Pile	
ASD	Michael Borland	√
	Ali Nassiri	√
XSD	Mark Beno	√
	Chris Jacobsen	
	Jonathan Lang	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

Secretary: D. Ferguson

Also in attendance: S. Davey, R. Torres, C. Eyberger

Agenda

- Review of January 23, 2013 minutes
- Review of Open Action Items
- Project Report Summary Discussion
- Charter Update (Davey)
- New business

Meeting Summary

The meeting minutes from 23 January 2013 were discussed and approved with minor changes. Action items from 23 January 2013 were discussed. There are three remaining open action items. Upon discussion, one of the previous action items has been reworded and reassigned. See below. SCB Charter changes were discussed. Proposed changes have been agreed upon by the Board. The majority of the meeting was focused on discussing the APS Project Report Summary. This report can be accessed through the following links

Permanent URL to the newest https://icmsdocs.aps.anl.gov/docs/idcplg?IdcService=DISPLAY_URL&dDocName=APS_1435953 released revision: [32632](#)

Web Location: <https://icmsdocs.aps.anl.gov/docs/groups/aps/@apsshare/@computersystems/docume>

[nts/list/aps_1432632.pdf](#)

Native File: [Project Report Summary - Jan 2013 \(APS_1432632\).xlsx](#)

New Action Items

1. Action Item: Forward T. Smith email to A. Nassiri [Torres]-Open
2. Action Item: Discuss Project Manager status for Project 1153 with E. Guskin [Borland]-Open
3. Action Item: Provide update on Green sheet modification for reporting hours [Torres]-Open
4. Action Item: Update Charter in ICMS[Davey]-Open
5. Action Item: Gather supporting documentation from 9BM and 6BM Provisional Approval Status [Beno & Davey] – Open
6. Action Item: Review list of XSD submitted projects. Send changes to S. Davey [Lang] – Open
7. Action Item: Resolve Project 482 effort with P. Den Hartog [Davey] - Open

Open Action Items

From 23 January 2013 meeting:

1. Action Item: Finalize meeting minutes from prior meetings and update these on the web [Eyberger] – Open
2. Action Item: Meet with Rick and Richard to review effort for project 431 [Maclean] – Open
3. Action Item: Request C. Benson to provide detail on XSD provisionally approved projects 547, 1095 and 1097 [Davey] -Open

Agenda Topic Review of Minutes from 23 January 2013 SCB meeting

Minor corrections to the minutes were suggested. These corrections have been incorporated into the final meeting minutes posted on the web.

Agenda Topic Review of Open Action Items

Action Items from 23 January 2013 were discussed. C. Benson is on vacation. Resolution of “Request C. Benson to provide detail on XSD...” will be provided upon her return. Discussion of Action Item: Resolve hours discrepancy for Project 1153 with Y. Ivanyushenkov led to clarification of project manager responsibilities. This action item has been changed and reassigned to Discuss Project Manager status for Project 1153 with E. Guskin [Borland].

Agenda Topic Review Charter Update

S. Davey led a discussion on proposed changes to the Service Coordination Board Charter. Suggested wording and changes per the 23 January 2013 meeting were incorporated into a draft revision. This revision was discussed and accepted. The Charter is to be updated in ICMS by S. Davey. It is in ICMS as APS_1429146.

Agenda Topic Review Project Report Summary Discussion

Project	Discussion
431	no change, Effort resolution needed by Controls group
482	Effort needs resolution.
547	no change, waiting for C. Benson input when she returns from vacation
1095	moved from Provisionally Approved to Approved
1097	no change, waiting for C. Benson input when she returns from vacation
1153	Discuss Project Manager status for with E. Guskin
1334	Approval to proceed currently on hold.
1373	no change, Discrepancies being resolved by T. Smith and A. Nassiri
1374	no change, Discrepancies being resolved by T. Smith and A. Nassiri
1393	Project effort and budget discussed. Approval requested. No plan needed.
Upgrade weed cluster	moved from Provisionally Approved to Eliminated
Other	6BM and 9BM need process completed for projects to become provisionally approved.
Other	Effort to do design study for cost estimate for SCU Measurement system, would like Provisional Approval

New Business

There was a discussion regarding coordination of Green Sheet effort and coordination of reporting effort for the APS Project Report Summary. The overall objective is to reduce the reporting effort while conserving level of detail required and percent complete vs hours tracked. Currently the Project Manager does not have Group Leader access to effort. R. Torres is working to coordinate a streamlined report from the Green Sheet system. She will provide progress updates as developments warrant.

Next Meeting: February 20, 2013, 401/B4100, 11:15